



# Non-Merit Job Vacancy Announcement

## EXECUTIVE DIRECTOR

<b>Pay Grade:</b>	0	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	determined based upon proven experience and qualifications not to exceed \$80,000 to start	<b>Work Schedule:</b>	M-F/7.5 hours
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Kentucky School Facilities Construction Commission  
**Work Address:** 229 W Main, Ste 102, Frankfort, KY 40601  
**Work County:** Franklin

### AGENCY COMMENTS:

The position is located in Frankfort, KY and is an Unclassified, Non-Merit position in accordance with KRS 12:050. Applicants and employees in this classification may be required to submit to a drug screening test and background check. AN EQUAL OPPORTUNITY EMPLOYER M/F/D

### DESCRIPTION OF JOB DUTIES:

The School Facilities Construction Commission is a corporate entity of state government that is governed by a nine member group of Commissioners, who are appointed by the Governor. The Executive Director reports to this group and is the chief executive officer for the Commission. With Commission Chairman the Executive Director plans and conducts quarterly and special meetings of the Commission; serves as official spokesperson of the Commission within and outside of state government; represents the agency before the General Assembly, various legislative committees, and professional groups; develops, recommends, and implements the legislative agenda for the Commission; executes timely and accurate budget preparation; prepares and presents financial reports for the Office of State Budget Director, Legislature, Commission, and others; ensures and executes sound management of all financial affairs including budgeting, audit, contracts, legal, insurance, the agency's Capital Plan, and the technology resources of the agency; performs ongoing strategic analysis and ensure compliance with all state agency processes; attends and participates in regional Educational Cooperatives and various professional group meetings to ensure proper communication with stakeholders; collaborates with leaders of school districts, state, private entities, and the general public, to exchange information, address concerns, while ensuring that the Commission complies with all statutes and regulations; collaborates and works closely with the Kentucky Department of Education in implementing a comprehensive school facility construction program and educational technology program for the state; administers, and due to small staff numbers, personally accomplishes many tasks that comprise the SFCC operations to include supervision of staff; and performs related work as may be assigned by the Commission Chairman or Cabinet Secretary.

**MINIMUM REQUIREMENTS:****EDUCATION:**

Minimum of a bachelor's degree in education, government agencies, or an appropriate related field

**EXPERIENCE:**

For consideration, a candidate must have at least five years of documented leadership experience in a state or federal agency, college, K-12 school, or an appropriate related setting

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Preferred candidates will have experience of an agency, school, or business entity, and a demonstrated ability to represent the agency with staff, board members, government officials, media, and others.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:****(DEADLINE: 6/24/2016 )**

[Posted on: 6/8/2016 ]

Screening of applicants will begin immediately and will continue until the position is filled. To apply for this position please send a, letter of application addressing the qualifications noted above, current resume, and three (3) personal/professional references to:

School Facilities Construction Commission  
ATTN: James L. Stevens, Chairman  
229 W. Main ST, STE 102  
Frankfort, KY 40601

**Contact Name:** Kristi Russell**Contact Method:** 502-564-5582

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

